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Chapter 11. Construction Administration

11.1 Preconstruction Conference

It is the responsibility of the LG to follow the guidelines in the Utility Accommodation Policy & Standards Manual (UAM), Construction Manual, Bridge Manual, and Sampling, Testing & Inspection Manual (STI) posted on the various GDOT websites. Among the Local Government Let project responsibilities is the requirement to conduct a preconstruction conference after the Local Let project is awarded and before construction begins. The conference shall be led by the Project Manager as prescribed in the LG certification. A checklist for conducting a “Preconstruction Conference” is available from the GDOT Area Engineer. The LG Full Time Employee in Responsible Charge or LG Project Manager will provide the time and place for the preconstruction conference with the Contractor, Subcontractors, GDOT Project Manager, and invite Representatives from utility and railroads, OMAT Testing Management Operations Supervisor, and other interested parties to the conference.

The Preconstruction Conference will discuss the construction plans, all environmental commitments and right-of-way issues, utility issues, any other special concerns, Federal and state construction requirements, EEO, DBE, and contractor training requirements, project construction schedule, construction checklist, materials documentation and certification, Quality Assurance (QA) and QA agreement, labor source and reporting requirements, public safety requirements and maintenance.

All attending the Preconstruction Conference and any interested party will be provided copies of the minutes of the conference by the LG employee responsible for conducting the conference.

The GDOT Standard Specifications for Construction and Construction Manual are provided at:

<http://www.dot.ga.gov/PS/Business/Source>

Construction Manual (*Last Updated Tuesday, February 26, 2008*)

Construction Manual Revisions (*Last Updated Tuesday, February 26, 2008*)

Construction Forms (*Last Updated Friday, June 20, 2008*)

11.2 Quality Assurance

It is the LG's responsibility to assure all materials, standards and contract specifications are in compliance with the provisions of the contract awarded. An experienced GDOT Laboratory Supervisor and GDOT Project Manager will assist the LG with understanding their material source approval responsibilities, rejection of materials procedures, batch material delivery ticket acceptance and retention procedures, materials sample and tests assurance procedures, and independent assurance testing procedures.

The LG must inform the Contractor that they must use suppliers on the Qualified Products List (QPL) and the Contractor must notify the QPL suppliers that they are supplying material for a GDOT project and provide a GDOT project number.

Requirements for LG employees or LG consultant to perform construction quality assurance testing:

- Quality Assurance must be done in accordance with 23 CFR 637 and GDOT's Sampling, Testing and Inspection Manual. An OMR-LAP-1v5 form is required to be submitted and approved for every project. The form lists the specific names, employer and certification

number of the certified technicians that will be performing sampling and testing on the project. The following completed test forms/reports must be kept in the LG project files, if applicable to the project (See Appendix G):

1. OMR-LAP-1v5 form (Materials Testing & Quality Assurance)
 2. OMR-TM-150 form (Asphaltic Concrete Compaction Report)
 3. OMR-TM-151 form (Calibration of Nuclear Gauge to Asphalt Cores)
 4. OMR-TM-158 form (Nuclear Gauge Calibration to Graded Aggregate Base)
 5. DOT-319 form (Concrete Test Report)
 6. DOT-553 form (Roadway Compaction Report)
- If LG performs the QA: LG lab must be accredited by the AASHTO Accreditation Program and individual employees and equipment performing testing must be certified by GDOT.
 - Consultants must be prequalified on a project-by-project basis as follows:
 - Acceptance testing:
 - Consultants performing lab work must be prequalified in Area Class 604a and must be accredited by the AASHTO Accreditation Program in the appropriate lab tests.
 - Consultants performing field sampling and roadway testing must be qualified in Area Class 604b and GDOT certified in the appropriate field tests (RTT or Concrete Certification).
 - Consultants performing both roadway and laboratory testing must be prequalified in both Area Class 604a and 604b and meet all requirements above.
 - GDOT specifications require the Contractor to perform mixture Acceptance testing at the asphalt plant and verification testing for compaction results from the roadway. Verification testing (VT) will be performed by GDOT at the asphalt plants.
 - Notify the Office of Materials and Testing of the start of the asphalt paving on the project 30 days ahead, VT will be done for the project as part of GDOT regular plant reviews.
 - Independent Assurance (IA) will be performed by GDOT based on the specific certified testers that are submitted on the OMR-LAP-1v5 form. LG Project Managers will ensure that all materials testing personnel are listed on the OMAT-LAP form. Any changes to the personnel on this list should be communicated immediately to OMAT.
 - Submit all test data electronically at least weekly to GDOT using GDOT's Site Manager (replacement for Field Data Collection System – FDCS)
 - A Quarterly Materials Checklist is required to be completed and sent to GDOT quarterly for every project. A Final Materials Checklist is required to be completed and sent to GDOT at the completion of the project. See GDOT Construction Manual Section 20. The LG must cooperate with GDOT by providing any necessary documentation for the completion of the

Materials Certificate. The LG Project Manager will ensure that all material deficiencies are noted on the Materials Checklist. A written explanation of these deficiencies on the form will include mitigating, correcting and punitive measures taken.

Control of materials is an oversight responsibility for the LG. Specific requirements are detailed in GDOT's "The Source" STI tab.

<http://www.dot.ga.gov/PartnerSmart/Business/Source/Pages/STI.aspx>

11.3 Measurements and Payments

The LG will be responsible for progress payments in accordance with Section 109 of the Standard Specifications. <http://www.dot.ga.gov/PS/Business/Source/Specifications>

The LG is responsible for submitting any contract modifications to the GDOT Area Engineer prior to execution. Contract modifications can include cost, time, or specification changes. All contract modifications require GDOT approval, whether the costs are to be paid for by Federal-Aid funds or not. As a minimum, contract modifications involving cost changes require a fair detailed estimate to be completed prior to receiving the contractor's estimate for additional work.

11.4 Reviews and Audits for Construction Manual Compliance

The LG will be responsible for administering the project in accordance with the GDOT Construction Manual. The GDOT Construction Manual discusses DBE requirements, diaries, document control logs, equipment list, project record reviews, engineering auditing, payrolls, project records, utility, railroad, utility and railroad agreements, billing, source-supporting-materials documents and other applicable items.

The Engineering Audit Review shall reasonably confirm compliance with contract requirements, including but not limited to federal and state reporting obligations, individual item measurements and payment calculations, and material certification sources. An Audit report must be compiled after each review and resolved within 30 days.

11.5 Other Control of Work and Construction Legal Regulations

The LG assumes the responsibilities for the construction of the project in accordance with the Standard Specifications.

<http://www.dot.ga.gov/PS/Business/Source>

Standard Specifications: General Provisions

- 101–Definition of Terms
- 102–Bidding Requirements and Conditions
- 103–Award and Execution of Contract
- 104–Scope of Work
- 105–Control of Work
- 106–Control of Materials

107–Legal Regulations and Responsibility to the Public
108–Prosecution and Progress
109–Measurement and Payment
148–Pilot Vehicles
149–Construction Layout
150–Traffic Control

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